

DENTAL HYGIENIST
065

DEPARTMENT: Community Services/WAMAC/Olde Towne Medical Center

NATURE OF THE JOB:

Provides dental care aimed at the prevention and treatment of gum disease; teaches dental hygiene education and oral health education and performs preliminary dental screenings. Works under the direct supervision of the WAMAC staff dentist.

ESSENTIAL FUNCTIONS OF THE JOB:

Scales, root planes, and polishes natural and restored teeth using hand instruments, rotary instruments, prophylaxis, and ultrasonic devices.

Takes working impressions for construction of athletic and fluoride guards.

Performs an original or clinical examination of teeth and surrounding tissues including the charting of carious lesions, periodontal pockets or other abnormal conditions for assisting the dentist in the diagnosis.

Performs subgingival irrigation or subgingival application of Schedule VI medicinal agents in accordance with the Code of Virginia.

Applies Schedule VI topical medicinal agents, including topical fluoride and desensitizing agents (aerosol topical anesthesia excluded).

Performs acid etching in those instances where the procedure is reversible.

Applies sealants.

Serves as a chairside assistant aiding the dentist's treatment by concurrently performing supporting procedures for the dentist, including drawing up and compounding medications for administration by the dentist. The foregoing shall not prohibit the dentist from delegating to another licensed health care professional duties within the scope of their respective practice.

Places and removes matrices for restorations; places and removes rubber dams; places and removes periodontal packs.

Polishes natural and restored teeth by means of a rotary rubber cup or brush and appropriate polishing agent.

Holds and removes impression material for working models after placement in the patient's mouth by the dentist.

Takes nonworking impressions for diagnostic study models.

Places amalgam in prepared cavities with the carrier to be condensed and carved by the dentist.

Places and removes elastic orthodontic separators; checks for loose orthodontic bands; removes arch wires and ligature ties.

Places ligatures to tie in orthodontic arch wire that has been fitted and placed by the dentist.

Selects and pre-fits orthodontic bands for cementation by the dentist.

Monitors nitrous oxide oxygen inhalation analgesia.

Places and exposes dental x-ray film.

Removes socket dressings.

Instructs patients in placement and removal of retainers and appliances after they have been completely fitted and adjusted in the patient's mouth by the dentist.

Removes sutures.

Removes supragingival cement on crowns, bands, and restorations.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at Olde Towne Medical Center in a medical clinic setting. Uses standard dental and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to treat all patients respectfully and compassionately.

Ability to ease patient fears of the dental environment.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of dental hygiene. Previous public health experience preferred; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities.

NECESSARY SPECIAL QUALIFICATION:

Must be licensed in the State of Virginia as Dental Hygienist.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Dental Hygienist Position Number 065
Department Community Services Division WAMAC/Olde Towne Medical Center

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☐ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with other patients
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: dental tools _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ☐ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☒ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☒ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☐ Other _____
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand				✓				✓	
Sit		✓						✓	
Walk	✓						✓		
Run									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- ☐ Essential to job function: These characteristics are necessary (Check all that apply)
☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			